

EAST TEXAS BAPTIST UNIVERSITY



Student Organization Handbook

Requirements for Student Organizations

The general direction of the organization is set by the students of the organization.

The induction of students to the organization is conducted and set up by the students already involved in the organization.

No individuals of the organization may receive class credit for participation within the organization or receive personal financial benefits from the school for participation within the organization.

All organizations must set up and maintain a tradition on campus to be continued as long as the organization is recognized at East Texas Baptist University.

Any nationally recognized organization may be recognized pending their approval even though the organization may not fit all the requirements listed above.

The organization president or an appointed representative must attend required meetings at set forth by the Office of Student Affairs. Failure to attend these meeting may result in the suspension of the organization.

Organizations must register through the Office of Student Affairs each fall semester in order to be considered active.

Organizations must maintain an updated constitution in the Office of Student Affairs. Organization Constitutions need to have clear rules and provisions for amendment. Organization Constitutions will be reviewed at least every five years to make certain they meet the needs of the organization and reflect the policies of ETBU. All changes to organization constitutions must be approved by the Office of Student Affairs. This does not apply to the Student Government Association, since changes to their constitution require approval by the University Cabinet.

The organization president, risk-management officer, and one additional organization member must attend the annual Risk Management Training. The organization must present the Risk Management Training to all organization members annually.

Organization Recognition Requirements

It is the policy of East Texas Baptist University that student organizations are to be chartered through the Student Government Association upon recommendation of the Vice President for Student Affairs and approval of the Administration.

Any student organization that wishes to be recognized by East Texas Baptist University must follow these procedures:

1. Set up a meeting with the Director of Student Activities to discuss procedures for establishing an organization.
2. Secure a full time ETBU faculty or staff member to serve as the sponsor.
3. Submit an organization constitution and organization form to the Director of Student Activities.
4. Once the constitution and organization form are received, the Vice President for Student Affairs will review the organization.
5. Following approval from the Vice President for Student Affairs, the organization constitution and organization form are submitted to the Student Government Association.
6. After a review period not exceeding two weeks, the Student Government Association will vote to accept or reject the organization.
7. The Administrative Cabinet will review all organization requests for recognition.

Responsibilities of Faculty/Staff Sponsor

The sponsor serves as an advisor to the student organization.

Responsibilities include:

- modeling leadership
- promoting adherence to the policies and procedures of the University
- acting as a consultant for the student officers
- acting as a chaperone for events

The sponsor must approve events, trips, fundraisers, and requests for funds from the SGA Programming Budget.

The sponsor must oversee the use of SGA Programming Budget funds. These funds will require the signature of the sponsor.

The sponsor must attend events hosted by the organization. This does not include regular meetings.

The sponsor must receive meeting agendas and organization updates from the officers on a regular basis.

The organization sponsor must attend the initial Risk Management Program and is encouraged to attend annually.

Calendar & Scheduling Guidelines

An Organization Event Form must be submitted for approval to the Office of Student Affairs at least two weeks in advance. Forms will not be accepted without the sponsor signature.

Facility requests, written or electronic, must be submitted to Physical Facilities at least two weeks in advance. Facility availability is on a first come basis. The organization sponsor must sign the request. In the case of electronic reservations the sponsor will be the person to submit the request. The organization sponsor will be notified of approval/disapproval by a returned facility request.

Audio/visual requests must be submitted to the Audio/Visual Department at least two weeks in advance. The organization sponsor must submit the request. Contact audiovisual@etbu.edu for more information.

Regular meetings should not be held on Fridays at 10:00 a.m.

Organization Publicity

All publicity materials used by ETBU student organizations must be approved by Student Affairs. This includes written and electronic publicity. Electronic publicity for display on ETBU screens must be submitted to the director of Student Activities, by email, at least three days before the date the announcement is to be displayed. Flyers and posters must be submitted to the Director of Student Activities at least three days before the date they to be displayed. Groups that wish to have a poster displayed in the hanging frames in the OSC must submit the poster at least two weeks before the date the poster is to be displayed. T-shirts are considered publicity and all student organization t-shirt designs must be approved before they are printed/ordered.

Student Government Association

Guidelines for Distribution of Programming Budget Funds

Recipients of Funds

Only recognized campus organizations are eligible to receive funds from the Student Government Association. These organizations are entitled to funds only if they have been existence for at least one semester prior to the semester in which funds are requested.

Process of Distribution

The SGA Programming Budget Committee will vote on requests weekly. Organizations should submit requests at least three weeks in advance of the activity or event. All expenditures are subject to review by the committee, and the requesting organization may be asked to send a representative to the committee meeting in order to clarify any misunderstandings regarding the request. Any organization that requests funding may be asked to send a representative to a programming budget meeting in order to clarify any funding requests.

- If a member of the Programming Budget Committee is directly affected by a requested item, the Committee may vote to prohibit that member from voting on the request.
- A request will be passed if there is a majority approval of the Programming Budget Committee.
- If the Programming Budget Committee is unable to meet for two weeks after the request is to be voted upon, the SGA Treasurer will have the right to make an executive decision regarding the request.
- The SGA Senate reserves the right to refuse or grant only partial funding for any request. The Senate and the Programming Budget Committee also reserve the right to investigate the use of any money they allot to an organization. If necessary, they retain the power to cancel a portion or all of an allocation of funds at any time.
- A single organization may receive a maximum of fifteen percent of the total "Programming Budget" in one academic school year, unless otherwise determined by a three-fourths vote of the SGA Senate.
- All organizations receiving funding for an activity should present the receipts from the activity to the Programming Budget Committee within three days after the activity has taken place.
- SGA reserves the right to direct funds primarily towards programs designed for the student body as a whole.

Privileges and Restrictions of the use of Funds

1. Program and project related activities should be defined as anything which will benefit students through academic, career, spiritual or socially related activities.
2. Activities conducted by an organization beneficial to the community-at-large or humanitarian in nature may be funded by the Committee. Competitions on any level in which a single organization is representing the university, can be funded by the budget in part or in whole.
3. SGA is by no means obligated to provide funds for travel, conventions, or accommodations. No funds shall be authorized to any recognized organization for intra-social functions; defined as any closed activity between exclusive groups. Equipment will not be funded if it is made available by the University, one of its departments, or organizations, unless the Committee sees a dire need for such equipment or the equipment will be used in such a manner that it has primary potential to service the student body, SGA, or the community-at-large with university interests.

4. Should an organization make a profit on any activity, which the senate of the SGA has allotted money toward, that organization shall return as much of the allocation as the profit for that activity allows. Profit shall be defined as: money left over after expenses for that activity have been met. The exception to this rule includes Tiger Awards in which case profits directly benefit the student body through scholarships.
5. When non-students participate in events or activities supported by Programming funding, the sponsoring organization is responsible for receiving proportionate funding for the remainder of that Programming budget money that does not support non-University people.

Ineligibility

1. Failure to meet the stipulations set forth by these guidelines may result in ineligibility of funding for that organization for the remainder of that semester through the entire following spring or fall semester. This decision as to such a failure and the resulting action shall be the responsibility of the SGA Senate upon recommendation of the committee. The Programming Budget Committee reserves the right to declare an organization ineligible to receive funds for any use of Programming money deemed unsatisfactory or wasteful at the discretion of the Committee. Furthermore, the Committee reserves the right to financially penalize any such violating organizations with restrictions or stipulations on the allotment of programming funds.
2. At the end of the spring semester, all allocations shall automatically be terminated.

Organization Guidelines for Fundraising

Inside Harrison County

Organizations can hold fundraising events in Harrison County with the approval of Student Affairs and Administration and Finance.

Procedure for approval:

1. Fill out Fundraising Event Form.
2. Submit form to Student Affairs.
3. Student Affairs will forward the form to Administration and Finance if approved.
4. Administration and Finance will approve/deny.
5. Administration and Finance will contact the organization.

Organizations cannot request donations from people, businesses, and organizations inside Harrison County.

Outside Harrison County

Organizations can hold fundraising events outside Harrison County with the approval of Student Affairs and Administration and Finance.

Procedure for approval:

1. Fill out Fundraising Event Form.
2. Submit form to Student Affairs.
3. Student Affairs will forward the form to Administration and Finance if approved
4. Administration and Finance will approve/deny.
5. Administration and Finance will contact the organization.

Organizations can request donations from people, businesses, and organizations outside Harrison County with the approval of Student Affairs and University Advancement.

Procedure for approval:

1. Type a request letter and a list of people/businesses to be contacted.
2. Submit letter to Student Affairs.
3. Student Affairs will forward the letter to University Advancement if approved.
4. University Advancement will approve/deny.
5. Student Affairs will contact organization.

Hazing

It is the policy of East Texas Baptist University to enforce the state mandate prohibiting hazing.

Hazing is defined as any intentional, knowing, or reckless act occurring on or off the campus of ETBU, by one person alone or in action with others, directed against a student, that endangers their mental or physical health or safety for the purposes of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at ETBU.

Hazing includes, but is not limited to:

- a. Any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing a harmful substance on the body, or similar activity.
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects that student to an unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student upon entering or remaining registered at ETBU, or that may reasonably be expected to cause a students to leave ETBU or an organization of ETBU rather than submit to acts described herein.
- e. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Pledging Procedures

Pledging/RUSH occurs yearly at a time set by Student Affairs. As part of RUSH, each service sorority/fraternity must conduct one event on campus that is open to the entire campus.

Student Responsibilities:

Students wishing to pledge must have a cumulative 2.0 grade point average and may not be on academic or disciplinary probation. The GPA requirement does not apply if the student is a freshman and has not yet acquired a grade point average.

Organization Responsibilities and Guidelines for Pledging:

- a. Organizations must provide pledge lists including GPA and hours completed at ETBU.
- b. Organizations must provide a calendar of pledging activities two weeks prior to the events.
- c. Organization sponsors must attend at least two events, including all off campus events.
- d. Pledging will be restricted to the hours of 8:00a.m. to midnight, Monday through Saturday.
- e. Pledging activities, either group or individual, will not be allowed in classes.
- f. Pledging activities, either group or individual, will not be allowed in chapel.
- g. Pledging activities, either group or individual, will not be allowed in the cafeteria.

Hazing:

All recognized student organizations will be required to distribute a "Statement on Hazing" to its membership.

Organizations found to be in violation of this policy will face revocation of their charter for an unspecified period.

Individuals found to be in violation of this policy will face disciplinary action ranging from probation to suspension or dismissal.

Organization Membership and Officer Eligibility

- a. Members and officers of student organizations must be students in good standing with ETBU.
- b. Organization officers should be elected on a yearly basis for a one year term of service.
- c. For organizations that hold elections in the spring, officer elections must complete the election process 4 weeks prior to final exams.
- d. New lists of officers, with contact information, are due to the Director of Student Activities no more than two weeks after elections. This applies to elections in both the spring and fall semesters.
- e. Groups need to have clear written procedures for removing officers and/or members if they wish to have that option.
- f. In the event an organization chooses not to specify rules for the removal of members or officers, the following rules will apply.
 1. Members may be removed with a 2/3 vote of the organization membership.
 2. Officers may be removed by a 2/3 vote of the officer body.
 3. The Director or Student Activities must approve any officer or member removal.
- g. All organization presidents and officers are strongly encouraged to attend the ETBU Student Leadership Conference. Some officers may be required by Student Affairs to attend that event.

Organization Finances

- a. If a student organization collects money in the form of dues or sales, that organization must designate an officer to be responsible for finances.
- b. The designated officer must attend yearly financial training coordinated by Student Affairs.
- c. Organizations that collect dues must submit a financial report to the Director of Student Activities each semester. The report must show all income and expenses for the semester.
- d. Organizations that collect dues must have either a bank account or an ETBU agency account.
- e. Collected monies must be deposited into the organization's account.
- f. Officers should not keep cash or checks in their residence hall rooms or at their private residences. To allow adequate time to make the appropriate deposits, a grace period of one week is allowed.
- g. Results from fundraisers must be reported to Student Affairs within two weeks of the completion of the fundraising event.
- h. Organizations connected to a specific campus department or office may apply for exemption from these rules, if that department handles the finances for the group.

Guest Speakers, Lecturers, and Entertainers Guidelines

It is the policy of East Texas Baptist University to approve all guest speakers, lecturers, and entertainers prior to appearing on campus.

The University is a forum for ideas and their exchange. Such exchange can only occur on a scholarly plane if order is maintained and good behavior is recognized by all. The University recognizes that some activities will have audiences of a single class, seminar or organization, and that others will be addressing themselves to a wider spectrum of the university community. It is the responsibility of the University to provide the climate and conditions for teaching, research, extension and other services. The following policies are designed to serve these objectives:

1. Any University-recognized group may invite or sponsor speakers to appear before its group. Recognized student organizations are authorized to present programs to an all-university audience with approval of the Vice President for Student Affairs. Groups not recognized by the University are prohibited from such action. Exceptions to this policy must be approved by the Vice President for Student Affairs or Vice President for Academic Affairs.
2. An event open to an all-University audience shall generally be defined as one which is promoted as being open to persons who are not members of the sponsoring organizations.
3. The area administrator or division chair or his or her designated representative shall negotiate and sign contracts for all entertainment, recreational, cultural or educational events which are being considered for presentation to an all-University audience. The Vice President for Student Affairs shall monitor contracts for similar events of recognized student organizations. Students are not authorized to sign contracts on behalf of their organizations unless they are checked by the appropriate University officials.
4. The arrangements for a speaker or performance, the conduct of the speaker or performer on campus, and the good order of the activity are the concern of both the inviting group and the University. The privilege to invite speakers and performers carries with it important responsibilities to insure that the proper objectives of the University are not compromised.
5. Because of the number, variety and scope of activities sponsored by the institution faculty, staff and students, the University cannot be held responsible for accidents and/or injuries incurred through activities on or off campus sponsored by recognized student organizations.
6. The organization inviting a speaker or performer to the campus will be financially responsible for any and all damages proximately caused by acts of misfeasance or malfeasance on the part of the speaker/performer or those acting in concert with him or her. The organization inviting a speaker/performer to the campus shall hold the University harmless from any and all damages proximately caused by acts of misfeasance or malfeasance on the part of the speaker/performer or those acting in concert with him or her.
7. The University reserves the right to cancel any event it deems likely to cause an interruption in the University's orderly activities. The President or his duly authorized representative may order an event to be terminated if deemed necessary. Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action.
8. Because the University is judged by the action of its students, no individual, group or other organization may use the institution name with the express authorization of the institution except to identify the

institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by any individual, group or organization.

9. Candidates for public office may be invited to campus only if approved by the President or his/ her designee.

Travel Guidelines

It is the policy of East Texas Baptist University that all students traveling under University sponsorship either receive University provided transportation or sign a liability waiver indemnifying the University.

An Application for Approval of Off-Campus Trips must be submitted by the trip sponsor to the Office of Student Affairs at least three days prior to the group's departure date.

Each request is acted upon by the Vice President for Student Affairs and forwarded to the Vice President for Academic Affairs when appropriate. A copy of the request will be forwarded to the trip sponsor.

The names of all students participating in the trip must be submitted to the Office of Student Affairs.

Prior to departure in non-University transportation, students enroute to a University required external event will be provided a copy of a Release, Waiver, and Indemnification Agreement. Any student failing to sign the document may be denied opportunity to participate in the activity. The documents must be collected by the teacher, coach, or sponsor and held for reference until after the trip is completed and all students have been safely returned to the point of origin.

Non-academic student groups not receiving University funding, traveling without University funding and not being transported in University vehicles are not required to file a travel request.

Van Rental from Physical Facilities

- Contact Physical Facilities for van availability at least two weeks in advance. Vans are available first come, first serve.
- The limit is 10 people per van.
- Drivers must be 21 years old with the approval of the Office of Administration and Finance. (Driving instruction may be required.)
- Use must be charged to a budget number.
- Rates are based on time or mileage. The amount that is greater is the one that will be charged.
- Minimum charge is \$40 a day.
- Mileage is \$.40 per mile.
- A gasoline card is provided, and gasoline is included in the cost.
- A trailer is available at no additional charge.

Organization Form

Organization: _____

Semester & Year: _____

Sponsor: _____ Email: _____

Phone: _____ Box #: _____

President: _____ Email: _____

Phone: _____ Box #: _____

Vice President: _____ Email: _____

Phone: _____ Box #: _____

Secretary: _____ Email: _____

Phone: _____ Box #: _____

Treasurer: _____ Email: _____

Phone: _____ Box #: _____

Other: _____ Email: _____

Phone: _____ Box #: _____

Other: _____ Email: _____

Phone: _____ Box #: _____

Meeting Day: _____ Meeting Time: _____

Meeting Location: _____

Tradition(s): _____

Purpose of Organization: _____

Organization Event Form

Date Submitted _____

Organization _____

Contact Person for Event _____

Phone # _____ E-Mail _____ Box # _____

Sponsor Signature _____

Event _____

Event Date _____ Event Time _____

Event Location _____

Description of Event _____

Are you requesting SGA funds? _____

If yes, how much? _____

Is this event open to the entire campus? _____

Please return this form to the Office of Student Affairs at least two weeks prior to the event.
Thanks!

SGA Programming Budget Request Form

In order to obtain any programming funding, you must COMPLETELY fill out this form. Your request must be filed at least three weeks prior to the date the money is needed. RETURN FORM TO SGA BOX 6-050.

Organization: _____
Sponsor Signature: _____
Sponsor: _____ Phone: _____ Box: _____ E-mail _____
President: _____ Phone: _____ Box: _____ E-mail _____
Officer making request: _____ Phone: _____ Box: _____ E-mail _____
Description of event: _____

What students will benefit from this event? In what ways? _____

How much profit the organization anticipates: _____

Please list below an approximate itemized budget for the money you are requesting and to whom the check(s) need to be made out if there are other checks that need to be cut in addition to your sponsor.

Item: _____
Name: _____ Phone: _____
Address: _____
Amount Request: _____ Amount Awarded: _____

Item: _____
Name: _____ Phone: _____
Address: _____
Amount Request: _____ Amount Awarded: _____

Item: _____
Name: _____ Phone: _____
Address: _____
Amount Request: _____ Amount Awarded: _____

Total Amount Request: _____

****A copy of all receipts will be required by SGA as soon as possible****

Date filed: _____ Date money is needed: _____
Date of event: _____

The SGA Senate will make the final decision on programming fund distribution. You need to check to see if your organization needs to have a representative from your organization present when SGA votes on request in the event of any questions. Your organization will be notified of the voting date. Only organizations recognized by SGA will be eligible for programming funds.

----- SGA use only -----
Amount Awarded: _____ Date of Decision: _____
Other requirements: _____

SGA Treasurer Signature: _____ Date: _____

Request for Special Events/Fundraiser

Department/Organization: _____

Student Contact: _____

Phone Number: _____

Email Address: _____

Sponsor Signature: _____

Special Event/Fundraiser
Name: _____

Description/Activity/How will funds be raised? _____

Purpose: _____

Estimate of amount to be raised: _____

Location: _____ Date(s)/Time: _____

Expenses to be charged to account number: _____ - _____ - _____ - _____

Approve/Disapprove _____
Organization Sponsor Signature (Date)

Approve/Disapprove _____
Vice President Student Affairs (Date)

Approve/Disapprove _____
Vice President Administration and Finance (Date)

If approved, forward a copy to the Business Office for cash receipt procedures.

BUSINESS OFFICE USE ONLY

Travel/ Activity Release Form
EAST TEXAS BAPTIST UNIVERSITY
RELEASE, WAIVER, AND INDEMNIFICATION AGREEMENT

I am over eighteen years of age and a student at East Texas Baptist University. I have made this Release, Waiver, and Indemnification Agreement with East Texas Baptist University as partial consideration for benefits accruing to me from participating in the following activity:

I agree to assume all risk of injury to myself and damage to my personal property which may arise in connection with my participation in this activity, including risks which may not be foreseeable to me at the present time. I release, waive, and discharge East Texas Baptist University, its agents, employees, and representatives, from liability to me or my estate for any claim of damages or other legal or equitable relief of any nature arising out of or relating to my participation in the activity. I agree to hold East Texas Baptist University, its agents, employees, and representatives, harmless from any and all liability, claims, demands, causes of action, damages, or expense of any nature for any injury to me or to my property which may arise from my participation in the activity including, without limitation, any liability for claims of personal injury, death, or property damage caused by the negligence of East Texas Baptist University, its agents, employees, or representatives.

This release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Texas. If any part of this release is invalid or unenforceable, the other provisions of this release shall remain in full force and effect.

THIS IS A LEGAL DOCUMENT WHICH MAY LIMIT YOUR LEGAL RIGHTS.
DO NOT SIGN IT UNLESS YOU HAVE READ IT COMPLETELY.

I have read and signed this release this _____ day of _____, 20_____

Student's Signature

Student's Name (Please Print)

Emergency Contact

Name _____ Phone Number _____

Relationship to student _____

Insurance Information (optional depending on the trip or activity)

Company Policy is with _____

Member ID _____ Group Number (if applicable) _____

Important Numbers

Student Affairs: 2320
Business Office: 2055
Financial Services: 2050
Director of Student Activities: 2326
Dean of Students: 2325
Campus Security: 2098 (8am till 4:30pm)
 After hours: 903-407-8189
 In case of emergency dial 911

Emergency Contact Numbers

In case of medical emergency or immediate physical danger dial 911

Director of Student Activities: 903-883-6306
If you are traveling in an ETBU van, additional numbers are in your travel packet.

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EAST TEXAS BAPTIST UNIVERSITY

The Office of Student Affairs

1209 North Grove Marshall, Texas 75670

903-923-2320